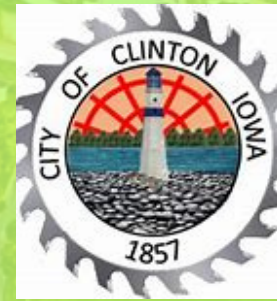


# Sharing Public Input

## EASY AS 1-2-3



## Ways To Share

1

### IN PERSON

Come to a public meeting and approach the podium when public input is allowed.

2

### ONLINE

Join the virtual meeting through the instructions on the agenda.

3

### AHEAD OF TIME

Can't make the meeting? Submit written communication via letter or email ahead of time.

## What To Share

1

### YOUR NAME

State your name for the record.

2

### YOUR RESIDENCE

Share your address so the council understands how matters may impact you and your neighborhood.

3

### YOUR INPUT

Now is your chance to have your voice heard! Share what is on your mind.

## How To Share

1

### 3 MINUTES PER PERSON

Live public input is limited to 3 minutes per person. Keep input concise.

2

### RELATED AGENDA ITEM

Make sure your input is related to the item on the agenda up for discussion (i.e. public hearings, etc.).

3

### ADDRESSING THE MAYOR & COUNCIL

Please address the mayor and council by their title followed by their last name (i.e. Mayor Maddason).



As Clintonians your thoughts matter in decisions that face our city. Providing public input allows those residing in Clinton to share their voice and make a difference in their community.

**UPCOMING MEETINGS CAN BE FOUND AT**

[cityofclintoniowa.civicweb.net](http://cityofclintoniowa.civicweb.net)

**CITY COUNCIL MEETING**

The Clinton City Council meets on the second and fourth Tuesday of each month in the Council Chambers on the second floor of the City Hall, 611 South 3rd Street. The meetings begin at 5:00 p.m. and are broadcast live on YouTube or through the city website at [cityofclintoniowa.civicweb.net](http://cityofclintoniowa.civicweb.net). All agendas for the City Council meetings are also posted there beforehand by the City Clerk's Office. For more information on city council, or city council meetings, call the clerks office at 563-244-3421.

**BOARDS & COMMISSIONS MEETINGS**

Clinton's boards and commissions play an important role in advising and providing expertise to the city council and city staff in specialized policy areas. All board and commission meetings are open to the public.



LEARN EXACTLY  
HOW TO PROVIDE  
PUBLIC INPUT ON  
THE BACK PAGE!



**FOLLOW ALONG WITH THE AGENDA**

Follow along with the agenda to participate in the meeting! All meetings begin and end with the strike of the gavel.

**Proclamations**

After the Pledge of Allegiance, Roll Call, and the approval of last meetings minutes, the meeting starts with timely presentations and proclamations. Proclamations are an opportunity to bring awareness to and recognize an important person or event. Individuals or organizations present to receive the proclamation have the opportunity to share a few brief thoughts and/or comments at the podium.

**Public Hearings**

Next are public hearings concerning certain items of business, including certain zoning issues, or the sale or lease of city-owned property.

**Audience Comments**

The mayor will then open the meeting up to public input. Anyone wishing to address the council on action items on the agenda or matters under the control of the city council may do so.

**Consent Agenda**

The consent agenda is a group of items that is considered routine and is usually approved with one motion and a simple majority vote. When directed by the mayor, or any of the council members can ask to pull any item from the consent agenda for separate discussion prior to the vote.

**Action Items**

After the Consent Agenda, the council moves onto action items. These issues require separate discussion and action. Public input is only allowed at the discretion of the mayor. It is during this part of the meeting that most ordinances are adopted. Ordinances are the laws under which the city operates.

**Unfinished Business**

Unfinished Business gives the Mayor and the Council time to address items in which they have not come to a conclusion on, or items which they might have more questions about. After unfinished business the meeting is adjourned.

\*City Council, and City board, committee and commission meetings are open to all individuals regardless of language spoken or disability. Any person requiring a reasonable accommodation to participate in a meeting, should contact the City Clerk's office at (563) 244-3421, at least two business days prior to the scheduled meeting.